

Lancaster County, Nebraska
PURCHASE ORDER
Phone: (402) 441-7417

Page 1
Date 2/17/10
Order 14192-000 OD
Brn/Plt 04009

Order number must appear on your
invoice, packing slips, shipping documents,
packages, and correspondence.

ISSUE TO:

A to Z Printing
8230 Cody Dr
Lincoln NE 68512-9440

↓ INVOICE & DELIVERY TO LOCATION ↓	
Lincoln Police Department Police Property 575 S 10th St Lincoln NE 68508	

Ordered - 02/17/10 Freight -
Requested - 02/17/10 Taken By -
Delivery -

Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt
96616010507						
Citations	1	EA	2.4500	EA	2.45	02/17/10

Citation Ticket Books of 25 Citations to a book.
1st ticket number to begin with H847501.

Vendor agrees to all terms per quote 2892. Any questions
vendor should have shall be directed to Michelle at
441-7216.

Open purchase order for contract period February 17, 2010
thru February 16, 2011. 1st year of contract with the option
to renew for 3 additional 1 year periods.

Department will call on an as needed basis to Miriah at
402-477-0815.

	Sales Tax	Total Order
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Terms Due Upon Receipt	Tax Rt	2.45


Purchasing Agent
Gold/Black- Audit Copy Green/Black- Department Copy

**PURCHASING DIVISION
LANCASTER COUNTY, NEBRASKA
TERMS AND CONDITIONS**

1. **FAIR EMPLOYMENT PRACTICES** - Vendor agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religion, ancestry, national origin, disability, sex or marital status, and that he will take affirmative action to assure that applicants are employed and that employees are treated during employment without regard to age, race, color, religion, ancestry, national origin, disability, sex or marital status.
2. **DATA PRIVACY** - Vendor agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights. The vendor agrees to hold the County harmless from any claims resulting from the vendor's unlawful disclosure or use of private or confidential information.
3. **DELIVERY** - Delivery shall be F.O.B. to the County location specified on the Purchase Order by the County, with all transportation charges paid.
4. **WARRANTIES, GUARANTEES AND MAINTENANCE** - A copy of the manufacturer's warranties and/or guarantees for the items being ordered must accompany your delivery. A copy of your company's maintenance policies and costs must also accompany your delivery. Replacement parts of defective components shall be shipped to the County at no cost. If defective parts are required to be returned to the vendor, the shipping costs shall be borne by the vendor.
5. **ACCEPTANCE OF MATERIAL** - Unless otherwise specified on the face of this Purchase Order, the finished materials must be new, the latest make or model, of the best quality, unless otherwise specified, and the highest grade workmanship. The material ordered shall remain the property of the vendor until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted by the County. The material delivered must be fully in accord with the Purchase Order specifications. In the event the material and/or services supplied to the County is found to be defective or does not conform to the Purchase Order specifications, the County reserve the right to cancel the order upon written notice to the vendor and return materials to vendor at the vendor's expense. Successful vendor shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the Lancaster County, Nebraska. Selling dealer's advertising decals, stickers or other signs shall not be affixed to the equipment; vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forings, stampings, nameplates and logos are acceptable.
6. **TERMS OF PAYMENT** - Unless otherwise stated on the Purchase Order, payment in full will be made by the County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all specifications.
7. **LAWS** - The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this order and any agreement reached as a result of this process.

City of Lincoln/Lancaster County (Lincoln Purchasing)

Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Shelly Hinze Buyer	Address	Purchasing\City & County	Address	Police Dept.
Email			440 S. 8th St.		575 S. 10th St.
Phone	1 (402) 441-8313		Lincoln, NE 68508	Contact	Lincoln, NE 68508
Fax	1 (402) 441-6513	Contact	Shelly Hinze, Buyer		
Bid Number	2892	Department		Department	
Title	Printing Annual Supply of Parking and Warning Citations	Building		Building	
Bid Type	Quote	Floor/Room		Floor/Room	
Issue Date	02/03/2010	Telephone	(402) 441-8313	Telephone	
Close Date	2/8/2010 3:00:00 PM CST	Fax	(402) 441-6513	Fax	
Need by Date		Email	rhinze@lincoln.ne.gov	Email	

Supplier Information

Company A to Z Printing
 Address 8230 Cody Drive

 Lincoln, NE 68512

 Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 4770815
 Fax 1 (402) 4770837
 Email
 Submitted 2/5/2010 12:40:04 PM CST
 Total \$3,430.00

Signature _____

Supplier Notes

Bid Notes

* THIS BID IS ONLY OPEN TO THE COMPANIES WITH CITY OF LINCOLN/LANCASTER COUNTY OFFSET PRINTING CONTRACTS AND THE STATE OF NEBRASKA PRINT SHOP.
*SAMPLE BOOK CAN BE SEEN AT PURCHASING, 440 SOUTH 8TH, LINCOLN, NE

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes

2	Renewal is an Option	Contract Extension Renewal is an option.	Yes
3	Term Clause of Contract	(a) Bid prices firm for the full contract period. YES or NO (b) Bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	(a)YES, (b)NO, (c)February 2011
4	Pictures	I acknowledge reading and understanding the pictures listed above.	Y
5	Contact	Name of person submitting this bid:	Miriah Zajic
6	Electronic Signature	Please check here for your electronic signature.	Yes

Line Items

#	Qty	UOM	Description	Response
1	1,400	Books (25 Citations per book)	1400 ticket books of 25 citations to a book for a total number of forms - 35,000. Size is 4 1/2" x 8 5/8" with perforation to 5/8" from top for tearing ticket out of book Paper: 4 part sets: CB White, CFB Pink, CFB Goldenrod, CF White Tag. Ink: black and PMS Red throughout. Printing on both sides of parts 1 and 4 Cover of book is manilla 90 - 100 lb index and has first citation number printed on exterior edge at bottom so when all books are stacked on top of each other you can read the ticket number. Between last form and back cover there is chip board. Two year court calendar printed on cover 2010 - 2011. Books packed by number sequence, no more than 80 books per carton. Entire order to be shipped at once, no warehousing needed. Appr. 35,000 tickets are ordered twice a year.	\$2.45

Item Notes: Unit price is per book of 25 citation forms and delivery to above address.
 Sample of book may be seen at Purchasing.

Supplier Notes: Based on a 4 Pt. 4-1/2"x8-5/8" snap apart, 5/8" top stub along the 4-1/2" side.
Prints Black & Red PMS on face & back of Pts. 1 & 4, prints Black & Red PMS on face only of Pts. 2 & 3, face copy same part to part.
1 position red crash arabic #, book in 25's in printed 125# manila tag covers w/chipboard back.
Covers are printed in black ink face & back w/bleeds & will have numbered labels on the end.

Response Total: \$3,430.00